

October 28, 2003

To Whom It May Concern:

Due to the staff changes in Engineering Services Division the Public Works Department is putting together a database and contact list of firms interested in providing professional and support services to the Design / Construction Section.

This list will help us be aware of all of our options when seeking qualified firms on "Requests for Proposals", looking for specific help on various projects, or just trying not forget any and all of the firms available and willing to provide professional and support services.

If interested in being considered for the informal process of "requests for proposals" with the Design / Construction Section, please neatly print or type in the forms located on the Public Works & Utilities website and return for entry into the database. Only list those work items that can be provided by your firm from the office submitting the information.

If you have any questions, please contact me as [tshafer@ci.lincoln.ne.us](mailto:tshafer@ci.lincoln.ne.us) or (402) 441-7837.

Return all forms:

Consultant Matrix  
Attn: Maggie Kellner  
531 Westgate Blvd., Suite 100  
Lincoln, NE 68528

Sincerely,

Thomas S. Shafer, P.E.  
Design / Construction Manager